

**BOOKLET**Title: **IPAD INFORMATION FOR PARENTS & STUDENTS**

Authorised by: **Deputy Principal**  
No.: **SPW-ICT-BOOKLET-01**  
Issue Date: **November 2015**  
Last Reviewed: **November 2016**  
Next Review Date: **September 2017**



Page Number: 1 of 10

# iPad Program Information for Parents/Caregivers and Students

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Page Number: 2 of 10

## Contents

1	Introduction .....	3
2	Supplying the iPad .....	3
3	Purchasing Apps .....	4
4	User Agreement .....	4
5	Setting Up the iPad .....	5
5.1	Before you turn on your iPad .....	6
5.2	Set up the iPad .....	6
5.3	Create Apple ID .....	6
5.4	Apps .....	6
5.5	Backing up the iPad .....	7
5.6	Setting Restrictions.....	7
5.7	Email.....	7
5.8	Bringing the iPad to School.....	7
5.9	Netbox and MDM Certificates .....	7
6	Setting Restrictions .....	7
7	School Email.....	8
8	Apple ID .....	8
9	iMessage and FaceTime.....	8
9.1	Turn iMessage and FaceTime off (temporarily) .....	9
9.2	Turn iMessage and FaceTime off ("permanently") .....	9
10	Further Information.....	10

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Title: IPAD INFORMATION FOR PARENTS & STUDENTS

Authorised by: Deputy Principal  
No.: SPW-ICT-BOOKLET-01  
Issue Date: November 2015  
Last Reviewed: November 2016  
Next Review Date: September 2017



Page Number: 3 of 10

# 1 INTRODUCTION

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This booklet has been produced as a guide for parents/caregivers (and students) about the iPad program at SPW. It also outlines school expectations for the use of the iPad as a tool for learning.

iPads provide students at SPW with a one to one learning tool enabling anytime, anywhere access. This is great support for the various learning programs and evidence shows it supports higher levels of motivation, independence and responsibility.

As part of the overall Information & Communication Technologies program at SPW, iPads are assisting students and teachers across both the Primary Years Program (PYP) and the Australian Curriculum.

The following summarises the importance of ICT, of which iPads are one tool that assists in the learning program:

- *ICT provides opportunities for the transformation of teaching and learning and enables students to **investigate, create, communicate, collaborate, organise** and **be responsible** for their own learning and actions.*
- *Through the use of ICT, learners develop and apply strategies for critical and creative thinking, engage in inquiry, make connections, and apply new understandings and skills in different contexts.*
- *In this constantly evolving digital age, ICT is progressively becoming a ubiquitous part of a learner's life at school and beyond: for learning, working, innovating, creating, responding, problem-solving, problem posing, socializing and playing.*
- *Students use computational thinking and information systems to define, design and implement digital solutions.*
- *They engage with ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.*

# 2 SUPPLYING THE IPAD

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Students in Years 5-7 will need to have their own individual iPad and iPad cover. When considering options for purchasing your child's school iPad, please note the following:

1. The recommended model required at school is the iPad Air 2 (or later). Earlier models are not recommended.
2. The model you select needs to have installed or be capable of operating on iOS10.
3. The minimum storage capacity required for school use is 32GB. We strongly suggest considering a greater storage capacity if possible so storage issues are not encountered.
4. iPads that are 3G or 4G capable will need to be disabled or the SIM card removed. Students access Wi-Fi across the School, allowing our filtering system to manage insecure or inappropriate data.

Parents/caregivers are to supply the iPad and a suitable protective cover for their child. Should this cause financial difficulties, parents/caregivers may apply to lease an iPad from the school. This will only be available to families whose school account is up to date. In addition to leasing costs, any damage to the device, cable, or charger will be repaired or replaced at the parent/caregiver's expense. A lease agreement will also be required to be signed. Students will be able to take the device home, including weekends and school holidays (excluding the summer break). At the conclusion of the school year, or leaving SPW, the iPad is to be returned to the school. A suitable protective cover will need to be purchased by the user, which remains the property of the student.

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Authorised by: Deputy Principal  
No.: SPW-ICT-BOOKLET-01  
Issue Date: November 2015  
Last Reviewed: November 2016  
Next Review Date: September 2017



Page Number: 4 of 10

### 3 PURCHASING APPS

Any new paid Apps will be purchased by the school and installed/uninstalled from student iPads as required. This will be done using a Mobile Device Management system (MDM). There will be no requirement to purchase additional Apps for school related purposes.

### 4 USER AGREEMENT

All students, together with their parent/caregiver, are required to read and sign an iPad User Agreement each year. This document is located in the Student Diary, and replicated below.

Students will not be permitted to use an iPad at School until the Agreement is signed by both the student and their Parent/Caregiver. (The teacher will sign the signed Agreement, and it will remain in the Diary for students to refer to during the year).

#### SPW Information & Communication Technology ACCEPTABLE USE AGREEMENT

##### Student Agreement (All Year Levels)

I agree to use Information and Communication Technologies (ICT), including the Internet, email, and mobile technologies such as iPads at SPW in a responsible manner for purposes stated by my teacher. I understand when I am online I am representing SPW, just as if I was on an excursion.

When using ICT at SPW I will:

- Keep my password protected and not give out personal information such as surname, date of birth, address, telephone number, or credit card details of myself or others.
- Only create and work with online accounts approved by my teacher
- Not access accounts belonging to others and accept I am responsible for anything that happens when my online account is used
- Never send any electronic images, including my picture or pictures of others, without approval from my teacher
- Compose email messages using only language I understand is acceptable at SPW
- Always have my teacher's permission before sending email
- Use ICTs only for positive purposes and not upset or annoy other people
- Decline to respond to any messages that are unpleasant or that make me feel uncomfortable
- Acknowledge all material from the web in my work, or gain permission from the person who created the material. If I am unsure I will check with my teacher
- Follow school guidelines and procedures when preparing material for publication on the web.

I understand if I breach any of the rules, a number of steps may be taken, including:

- Loss of access to Internet, email and/or Intranet for a period of time determined by my teacher
- Parent/Caregiver notified of the breach
- Printing privileges withdrawn for a time determined by my teacher
- Guidance from a nominated staff member as to how to avoid future problems
- Steps as outlined in the School Behaviour Policy.

##### iPad Student Agreement:

###### ALL STUDENTS

- I acknowledge that using an iPad at school is a privilege, and I agree to use it in a manner which is complementary to the school Values, Rules, Behaviour code and relevant policies. This may include, not exclusively, adding music/photos/video, downloading entertainment/ personal interest content, viewing websites.
- I understand inappropriate use of the iPad includes (not exclusively):
  - Accessing inappropriate websites (any websites which would be deemed inappropriate by parents/caregivers and/or the school).

## BOOKLET

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No.: **SPW-ICT-BOOKLET-01**  
Issue Date: **November 2015**  
Last Reviewed: **November 2016**  
Next Review Date: **September 2017**



Page Number: **5 of 10**

- Loading any multimedia which breaches copyright laws - for example, illegally downloaded music/movies.
- Taking and/or uploading videos/photos of others without their permission.
- Downloading content which may be deemed inappropriate by parents/caregivers and/or the school.
- Using the device to harass or bully any other person (for example, using email, messaging or social networking sites to harass or bully).

### YEAR 5-7 STUDENTS

- I understand it is my responsibility to ensure the iPad is at school every day, in its cover and fully charged.
- I will keep my charger at home to avoid it being lost or damaged.
- I understand my iPad will be brought into the classroom at the beginning of the school day and returned to my bag at the end of the day. During the day the iPad will be kept on my desk or with me. At all other times the iPad will be stored securely.
- I will leave the iPad inside during recess and lunch.
- I understand my teacher or other appropriate adult at SPW may view all material stored on the iPad at any time while at school, including the right to delete any content/apps deemed inappropriate.

### Parent/Caregiver Agreement (All Year Levels)

- I understand the School will provide adequate supervision and steps have been taken to minimise risk of exposure to unsuitable material.
- My child and I have discussed this topic and understand accessing, saving, or distribution of any inappropriate materials will not be tolerated. Any breaches will result in one or more of the consequences as outlined above.
- I consent to my child using the Internet and online resources at school for educational purposes in accordance with the Student Agreement above.

### In addition to the above, for Parents/Caregivers of students in Years 5-7:

- I will be responsible for determining guidelines and rules for personal iPad usage at home and acknowledge these guidelines should complement this User Agreement.
- Specific issues relating to personal access outside school time (time used, sites used, content downloaded, supervision, etc.) will be determined by parents/caregivers.
- The student's school email will be used to create accounts for online apps e.g. Code.org
- All App downloads will be managed by the student/parent unless provided by the school via Mobile Device Management (MDM).
- Parents/Caregivers will be liable for the **full cost of repairs or replacement** for any damages to the iPad, cover, charger, or cable.
- Parents/Caregivers are encouraged to consult with their personal home and contents insurer regarding coverage within their house and when travelling to and from school.
- The school reserves the right to suspend or cease the student's involvement in the iPad Program based on any violation of the conditions outlined in the Agreement.

## 5 SETTING UP THE IPAD

The following steps provide a brief outline for preparing the iPad for use at SPW. Please take the time to read and follow the instructional checklist as this should allow a smooth introduction for all involved.

The website [www.ipadspw.weebly.com](http://www.ipadspw.weebly.com) has a range of resources and FAQs to support this document, including:

- Setting up the new iPad
- Creating a Gmail account
- Creating an AppleID (without credit card)
- Setting Parental Control Restrictions
- iMessage - setting restriction
- iPad User Guide – iOS10
- Backing up to iCloud
- iPad covers - selecting a suitable cover
- Cybersmart Internet Safety for parents

## BOOKLET

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Issue Date: **November 2015**  
Last Reviewed: **November 2016**  
Next Review Date: **September 2017**



Page Number: **6 of 10**

### 5.1 BEFORE YOU TURN ON YOUR IPAD

There are several items to be addressed before the iPad is ready for use at school:

- a) Ensure a suitable cover has been purchased to provide adequate protection – it should provide strong corner and front screen protection. Ideally, it should also have multi-viewing angle capability. If you are leasing an iPad from SPW please do not purchase a cover until notified as the device will be allocated from a selection of different models. For those providing an iPad from home, please label the cover with name and class
- b) Set up an email. An email account is necessary to create an Apple ID. Creating a Gmail account is a good option, Hotmail etc. are also suitable. This email account should be created as if it is the child's, can be given a suitable name, and is to be owned and managed by the parent i.e. the password for this email account should be stored securely and not shared with your child. All purchases, downloads, notifications etc. for the iPad will be sent to this email.

### 5.2 SET UP THE IPAD

When you turn the iPad on for the first time it will take you through a series of screens to set up the iPad. Most are self-explanatory.

Please take note of the following:

- a) A connection to your home WiFi is necessary to complete the set up procedure. We will connect the device to the SPW WiFi network at the start of the new school year.
- b) Enable Location Services as this will also allow the Find My iPad to function properly in the event of the device becoming lost or stolen.
- c) Set the iPad up as a New iPad.
- d) On the Apple ID screen click on the 'Skip This Step' option (create an Apple ID later to avoid linking a credit card to the account).
- e) Agree to Terms and Conditions.
- f) Passcode – please do NOT create a passcode. Choose 'Don't Add Passcode Link' A passcode on the lock screen creates more hassles than it solves in a school setting.
- g) Siri – can be enabled.
- h) Diagnostics – is OK to allow but is a personal choice
- i) Get started – the iPad should be ready to use

### 5.3 CREATE APPLE ID

It is important your child has their own Apple ID; they shouldn't share an account. It is also highly recommended the Apple ID is not linked to a credit card. If it is, be sure to set the restrictions so purchases are controlled i.e. password required.

The best way we've found to create an Apple ID without linking to a credit card is to do the following:

- a) Complete the iPad set up as per instructions in section 5.2 above.
- b) Open the App Store on the iPad.
- c) Select a free App e.g. a dictionary or calculator App
- d) Click on Get and it will prompt you to sign into Apple ID or create a new one.
- e) Click on 'Create an Apple ID' and follow the prompts.
- f) Use the email account name created in section 5.1 above as the Apple ID name and as the verification email account. Please do not use the student's school email address for this purpose.
- g) Select 'None' at the bottom of the billing method list when it appears.
- h) Once Apple ID has been created it will need to be confirmed – check the email account associated with this Apple ID, the email created in Section 1.

### 5.4 APPS

The school will purchase and distribute any required Apps for learning programs.

There are a number of Apps we do not want on iPads that will be used at school. These include, but are not limited to:

- Social Media Apps e.g. Facebook, Snapchat, Instagram, Kik etc.

## BOOKLET

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Authorised by: Deputy Principal  
No.: SPW-ICT-BOOKLET-01  
Issue Date: November 2015  
Last Reviewed: November 2016  
Next Review Date: September 2017



Page Number: 7 of 10

- YouTube App – access is blocked for students at school. At home it is parental choice but the YouTube App is less filtered than through Safari.
- iMessage and FaceTime – neither of these Apps are required for school; these will need to be turned off – see Section 6: Setting Restrictions.

### 5.5 BACKING UP THE IPAD

The school-preferred method for backing up the iPad is through iCloud, which provides 5GB of free storage which can be sufficient if managed carefully. We recommend backing up only important school-used Apps. Go to <http://bit.ly/1B7Cgw8> for further details. This method allows the School to provide support during the school day. If iTunes is used as the backup method then there is a limit to the level of support the School can offer.

To turn on iCloud backup:

- a) Log in using the Apple ID
- b) Select 'Settings' on the iPad
- c) Select iCloud and then turn Backup on

The iPad will automatically back up to iCloud as long as all 3 of the following occur:

1. The iPad is connected to Wi-Fi
2. The iPad is connected to power
3. The iPad is in standby mode

Students can decide what data is backed up, to ensure the 5GB free storage is not exceeded. For example, leaving Photos turned off saves space.

### 5.6 SETTING RESTRICTIONS

Restrictions – should be set and managed by parents/caregivers and is strongly encouraged. A separate set of instructions is provided to parents/caregivers in Section 6 of this booklet.

### 5.7 EMAIL

Student email will be set up at school (refer section 7). This should remain as the default email on the device during school hours.

### 5.8 BRINGING THE IPAD TO SCHOOL

The iPads will be introduced and set up across each of the classes over the first two weeks of school. Please keep the iPad at home until the class teacher notifies you of your setup day. Leased iPads will be distributed in the first week of Term 1 to enable a suitable cover to be purchased.

### 5.9 CYBERHOUND AND MDM CERTIFICATES

Profiles/Certificates will be installed onto all devices used for school. Cyberhound is SPW's filtering system and is required to access the secure Internet at school. A Mobile Device Management (MDM) system is used to allow the School to pre-purchase Apps and distribute and remove the Apps from iPads as necessary. The MDM also has a 'Find my iPad' feature to assist in locating the device in the event it is lost or stolen. These certificates will be added at school.

## 6 SETTING RESTRICTIONS

Setting restrictions on the iPad by parents/caregivers is encouraged by the School. At school the children are automatically restricted by our Cyberhound filtering system; this does not extend beyond the school boundaries.

## BOOKLET

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No.: SPW-ICT-BOOKLET-01  
Issue Date: November 2015  
Last Reviewed: November 2016  
Next Review Date: September 2017



Page Number: 8 of 10

Two key points to remember:

1. Allowing free App downloads, with Apple ID password, will make it easier for management at school. The Apple ID should not be linked to a credit card. Notifications from the Apple ID appear in the associated email account.
2. Be careful restricting website access. If too restricted, the children struggle when researching information. Setting website (Safari) to Limit Adult Content seems to be a reasonable compromise.

See also section 9, below. To set other Parental Control Restrictions please refer to the document <http://bit.ly/2fQZ39x>

## 7 SCHOOL EMAIL

As part of the iPad program, children will have a school email account. It is part of a school Google Apps for Education account and the email will still have the SPW 'look' i.e. [FredFl@spw.sa.edu.au](mailto:FredFl@spw.sa.edu.au).

We request this email be used strictly for educational purposes, not as another social communication tool. We have also spoken to the children about email and message communications between parents/caregivers and children being kept to a minimum during the day to avoid disruption, either in the classroom or in the workplace. Parent/caregiver support with this will be greatly appreciated.

## 8 APPLE ID

As discussed in section 5.3, above, the Apple ID should ideally be a separate account from those of parents/caregivers and siblings and should still be 'owned' by the parent, to adhere to imposed age restrictions. This can be done by the parent creating, owning and managing the associated email account required to create an Apple ID. Once the Apple ID is created the Apple ID password can be shared with your child as you, the parent, still own the account. Restrictions can be managed on the device by parents/caregivers and a passcode can be used to further protect them. Please refer to the table below. Further advice about restrictions is provided in section 9 of this document.

	Gmail (or similar)	Apple ID	Restrictions
Parent	Created and owned - password not shared	Created and owned - password can be shared	Managed and protected on iPad with passcode
Child	Nil access	Shared password with parent	Nil access

Please note: Sharing Apple IDs between users is not advisable and cannot be done if more than one sibling is in Year 5-7, as our Mobile Device Management system 'associates' one Apple ID with one email address for distributing and recalling managed Apps.

## 9 IMESSAGE AND FACETIME

Among some groups of children these Apps are extremely popular. We have discussed the merits of such Apps as well as the disadvantages. Please discuss these further with your child/ren at home. These Apps are not required at school and can be turned off if preferred, as these Apps cannot be deleted.

Following the next steps will also prevent iCloud from being accessed, but will allow automatic backups (see Backing up the iPad, above) if iCloud is turned on before proceeding below. Below are some screen shots to assist.



## BOOKLET

Title: IPAD INFORMATION FOR PARENTS & STUDENTS

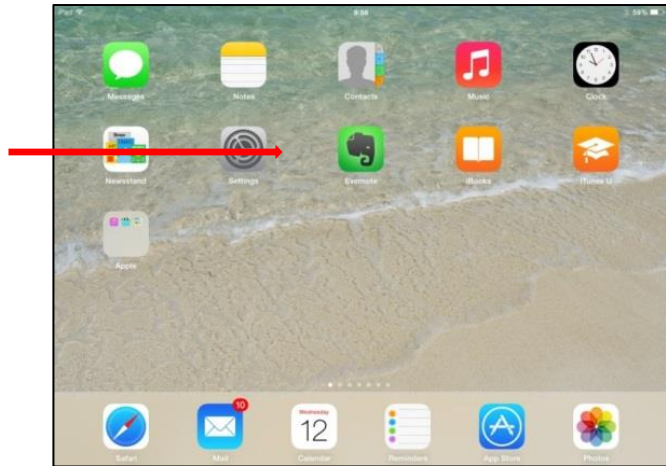
Authorised by: Deputy Principal  
No.: SPW-ICT-BOOKLET-01  
Issue Date: November 2015  
Last Reviewed: November 2016  
Next Review Date: September 2017



Page Number: 9 of 10

### 9.1 TURN iMESSAGE AND FACETIME OFF (TEMPORARILY)

- 1 Tap on Settings

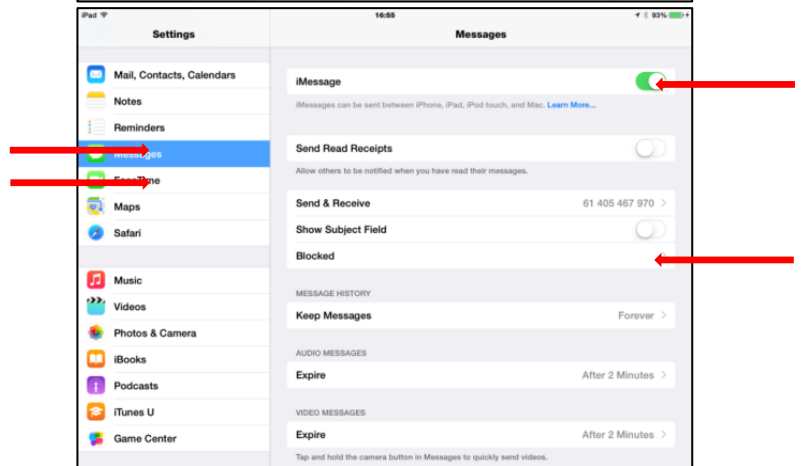


- 2 Scroll down left column and tap on Messages

- 3 iMessage will be on (green) – turn it off

- 4 It is also possible to leave Messages on and block individual contacts.

- 5 The same steps can be done for FaceTime, found immediately below Messages in the left column.

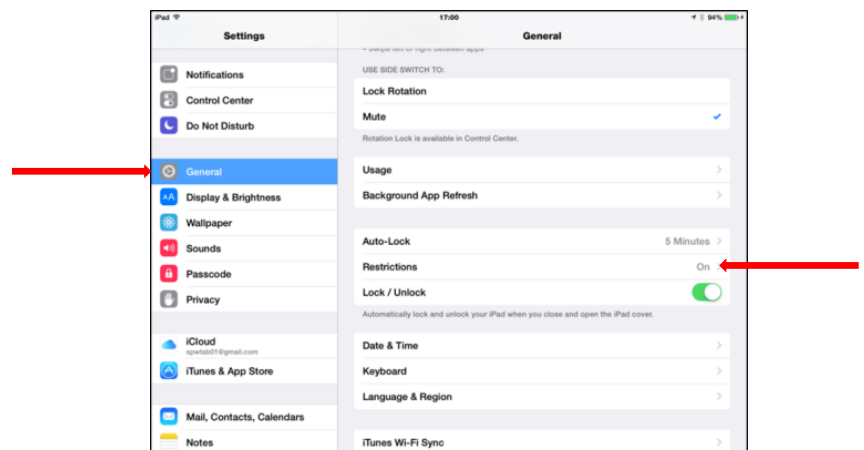


### 9.2 TURN iMESSAGE AND FACETIME OFF (“PERMANENTLY”)

Alternatively, FaceTime can be further restricted so it cannot be used at all and once iMessage is turned off, following the steps above, it can also be 'disabled' using Restrictions. Children will not be able to access either FaceTime or iMessage if the parent manages the Restrictions passcode.

- 1 Go to Settings - General

- 2 Select Restrictions on the right.



## BOOKLET

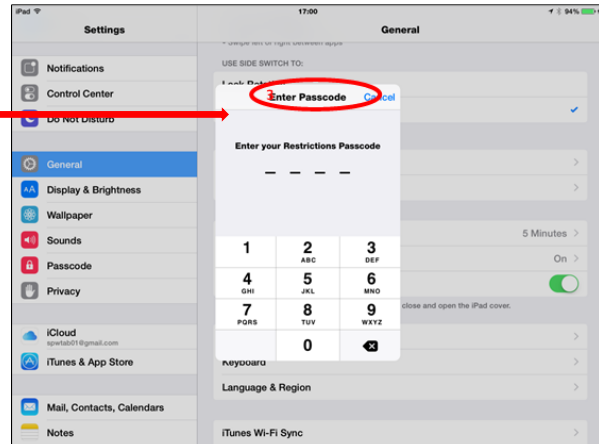
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No.: SPW-ICT-BOOKLET-01  
Issue Date: November 2015  
Last Reviewed: November 2016  
Next Review Date: September 2017



Page Number: 10 of 10

- 3 Enter a passcode; please do not share this with your child. It will request a second entry to confirm.



- 4 FaceTime can be turned off in the right-hand column.



## 10 FURTHER INFORMATION

If in doubt about any of the procedures outlined in this booklet, please bring the iPad to school and speak with the class teacher or any of the following people:

Name:	Title:	Contact Details:
Simon Theel	Deputy Principal	<a href="mailto:stheel@spw.sa.ed.au">stheel@spw.sa.ed.au</a>
Geoff Bilney	Coordinator – Futures Centre	<a href="mailto:gbilney@spw.sa.edu.au">gbilney@spw.sa.edu.au</a>
Usman Bashir	ICT Network Administrator	<a href="mailto:ubashir@spw.sa.edu.au">ubashir@spw.sa.edu.au</a>